



JOB DESCRIPTION

Position Title: **Senior Staff Assistant**

Working Area: **Judicial Administration**

Class Code: 5318

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Work involves clerical and administrative support to the assigned section or division of the court system.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Maintains and/or coordinates schedules, calendars and logs for assigned area which may include scheduling of dates, distribution of notices, posting of schedules, review of files for completeness, and tabbing of relevant documents for court hearings.

Prepares and distributes necessary court orders and trial dockets. Coordinates the assigned Judge's daily calendar with the Judicial Assistant. Fills in for the Judicial Assistant when absent. Coordinates, records, and advises office staff members of appointments and meetings as required.

Takes and transcribes dictation of correspondence, records, reports, and other materials. Processes all materials necessary for meetings and takes, transcribes minutes at meetings.

Establishes and maintains files, office records, and official records. Prepares and composes various routine and special reports, summaries, and tabulations and correspondence. Conducts research as necessary to complete special projects and report assignments.

Takes calls and answers inquiries regarding routine judicial procedures; opens and distributes mail; acts as receptionist as necessary.

Operates standard office equipment such as a personal computer, copy machine, or calculator, as necessary for satisfactory completion of assigned duties.

Maintains a sufficient inventory of office supplies on hand to ensure smooth operations. Maintains and updates the Judicial Library as supplements become available.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of Business English, spelling, punctuation, modern office practices and procedures, and legal terminology and procedures. Knowledge of personal computers and associated software used in the office environment.

Ability to compose effective and accurate correspondence. Ability to assume responsibility and execute supervisors instructions appropriately. Ability to maintain filing systems and reports. Ability to meet and deal effectively with personnel from other agencies and the public. Ability to communicate effectively both orally and in writing.

Skilled in the use and care of office machines and equipment. Considerable skill in taking dictation and typing documents.

High School Diploma or G.E.D., supplemented by course work in using computers, typing, office procedures and processes, and two (2) years experience in administrative or clerical support work. Preference will be given to applicants with legal and/or judicial training or experience.

Must have the ability to type 35 correct words per minute.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is an office environment; incumbents perform most duties sitting at a desk, workstation or table. Incumbents are exposed to electrical and radiant energy found in the office environment.